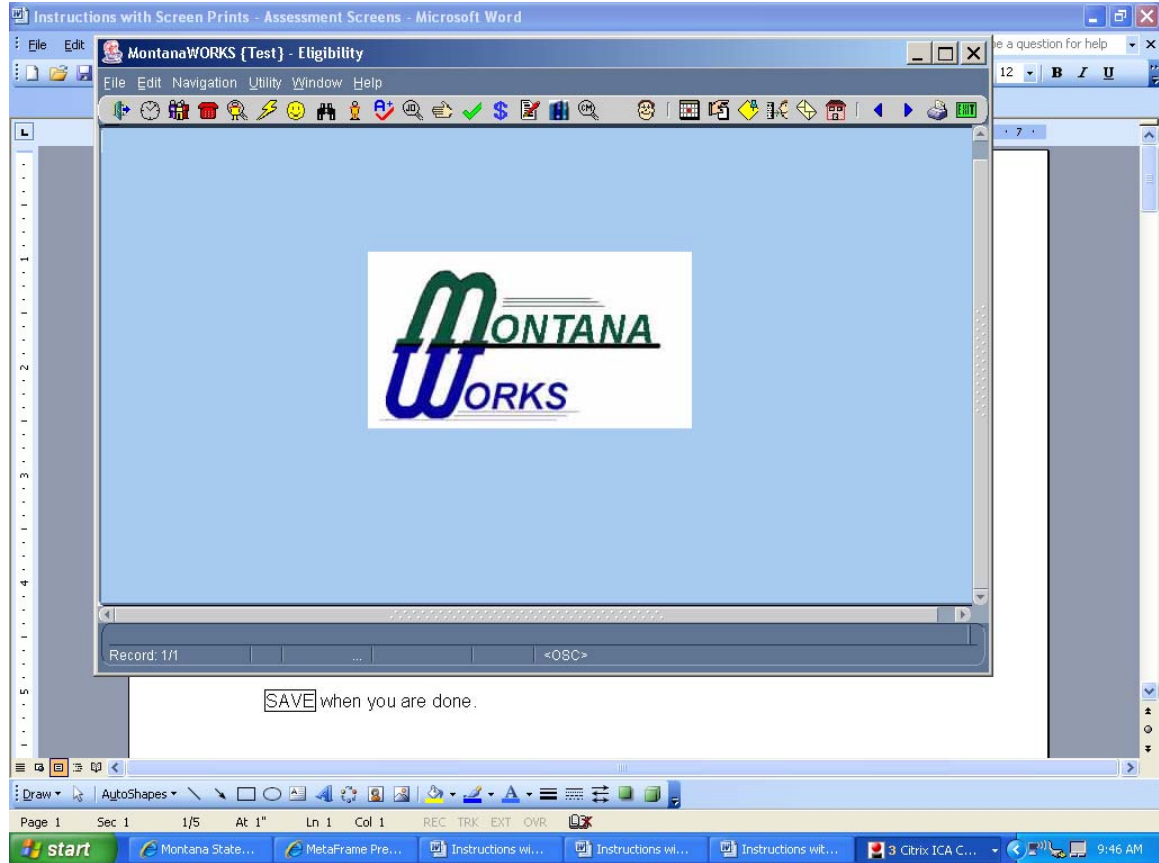



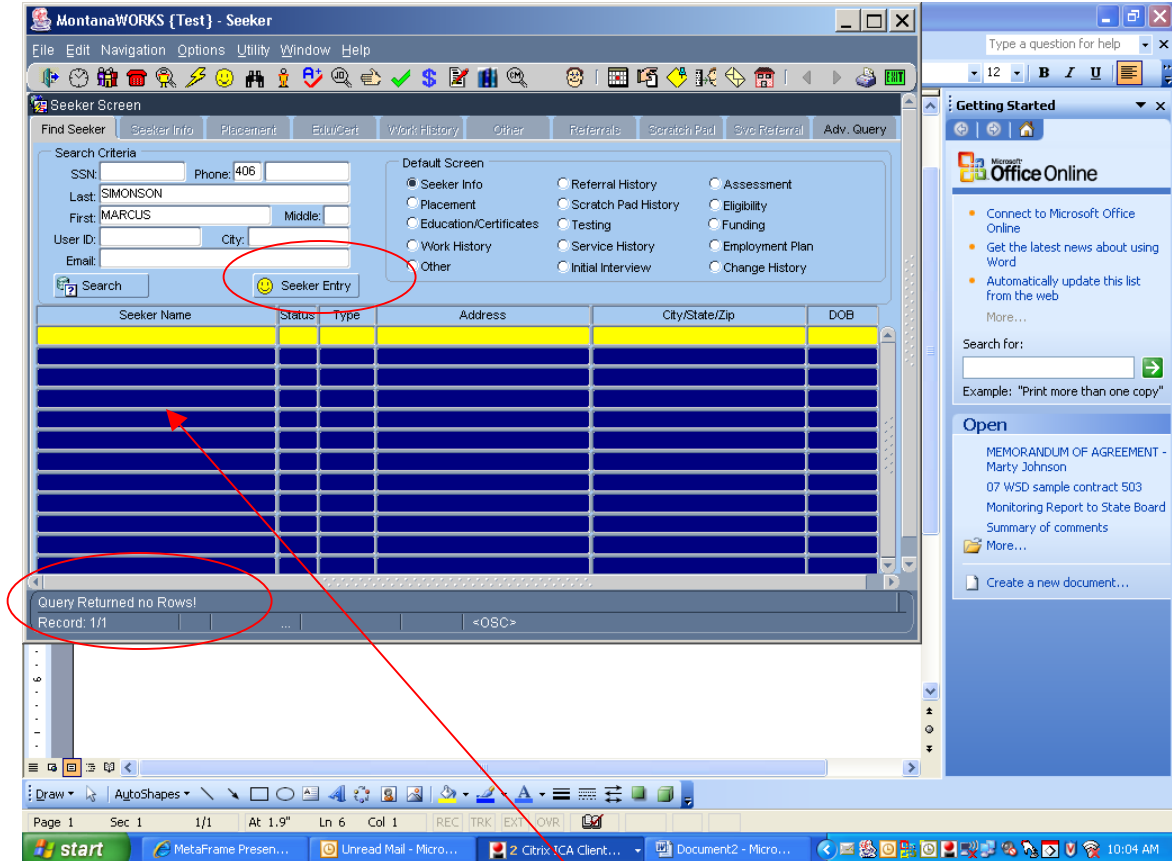
# **Find Seeker Seeker Entry Screen**

## Splash Screen



To navigate to the Find Seeker Screen, click on the  Find Seeker Button.

## Find Seeker Screen



This is the first screen you will go to when you are looking for a participant in the system. You can search on:

- SSN
- Last Name/First Name
- Or any combination

**If the seeker is not in the system**, nothing will be returned when you search and the message “Query Returned no Rows!” will be displayed at the bottom left of the screen.

Click on the Seeker Entry button to add your participant.

**If your participant is already in the system**, they will be listed in the area below the Search Criteria. All you have to do is double click on the participant that you are wanting and the system will take you to the Seeker Info screen.

## Seeker Entry Screen

MontanaWORKS {Test} - Seeker Data Entry

File Edit Navigation Utility Window Help

Seeker Data Entry

Basic Veteran Desired Emp Job Info Emp His Educ/Cert Skills/Tools

Pseudo Last Update: [ ]

SSN: [ ] Date: 07/02/07 Entered By: [ ]

Name: [ ]

Address Line 1 Address Line 2 City St Zip

Mailing Address: [ ]

Street Address: [ ]

Email Address: [ ]

Verify Email: [ ]

Phone Numbers: Home 406 [ ] Cell 406 [ ] Work 406 [ ] Other 406 [ ]

Date of Birth: [ ] Citizen: Y Alien Reg Number: A [ ]

Gender: [ ] Refugee: [ ] Refugee Entry Date: [ ]

Hispanic: [ ] Race Codes: [ ]

LEP: N Disabled: N Disabled Type: [ ]

Homeless: N UC Eligible status: [ ]

Offender: [ ] Employment Status: [ ]

Migrant Worker: N Primarily Emp. Farmwork: [ ] Minimum Threshold of Farmwork: [ ]

Enter Seeker's Birth Date, Format MM/DD/YYYY

Record: 1/1 <OSC>

To enter a “seeker” you need to complete this screen. The fields that have a little blue diamond in front of them are required fields.

If the participant is not going to give you their SSN, you can use the **Pseudo** button and the system will assign a pseudo SSN to them. Should not be used unless absolutely necessary.

**Save** when you are done!

You must also complete the **VETERAN TAB** and two fields on the **EDUC/CERT TAB**.

### HINT:

If you are not sure of the format you need to enter the data, i.e. date of birth, when your cursor is in the field, look at the bottom left of your screen and it will tell you the format you need to use.

## Seeker Entry Screen

### Veteran Tab

MontanaWORKS {Test} - Seeker Data Entry

File Edit Navigation Utility Window Help

Seeker Entry Screen - PHARA D WILSON (999-06-2846)

Basic Veteran Desired Emp Job Info Emp His Educat./Cert. Skills/Tools

Vet Status:

☐ Newly Separated

☐ Served in Campaign

☐ Honorable Discharge

☐ DD214 Verified

Service:

Service Dates: Served From Served To

Transition:

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1 <OSC>

Enter Veteran Status from dropdown and other applicable information for Veteran seekers.

**Save** when you are done!

Navigate to the **Educat./Cert** tab.

## Seeker Entry Screen Educ/Cert. Tab

File Edit Navigation Utility Window Help

Seeker Entry Screen - SUSIE HOMEMAKER (999-06-8266)

Basic Veteran Desired Emp Job Info Emp His **Educ/Cert.** Skills/Tools

Education Status: [dropdown] Years of School: [dropdown]

Degree: [dropdown] City: [text] ST: [dropdown] Country: [dropdown] Date Completed: [text]

School Name: [text] Major Code: [text] Minor Code: [text]

Degree: [dropdown] City: [text] ST: [dropdown] Country: [dropdown] Date Completed: [text]

School Name: [text] Major Code: [text] Minor Code: [text]

Certificates/Licenses

C or L	Code	Description	State	Country	Date	Accomplishments

+ Add - Delete

Non-Degree Education

School Name: [text] Date Received: [text]

Type of Education: [text] State: [dropdown] Country: [dropdown]

School Name: [text] Date Received: [text]

Type of Education: [text] State: [dropdown] Country: [dropdown]


+ Add - Delete

Save Cancel

You need to complete the following fields:

- Education Status
- Years of School

**Save** when you are done.

After you have entered your seeker, click on the Seeker button  to get you to the Seeker Screen.



This button will add the participant to the Queue which is something the Job Service Employment Service use. Not necessary for non-job service WIA users.

## Seeker Screen Seeker Info Tab

MontanaWORKS {Test} - Seeker

File Edit Navigation Options Utility Window Help

Find Seeker **Seeker Info** Placement EduCert Work History Other Referrals Scratch Pad Svc Referral Adv. Query

**Name and Address Information**

Name: SAMANTHA M FERGUSON Mailing Address: 8245 NORTHERN LIGHTS DRIVE Street Address:

Phone Numbers: Home: (406)458-1183 Cell: HELENA MT 59602 Bad Address: Bad Email: Email:

**Personal Information**

Date of Birth: 08/27/1990 PH Education Status: ☐ Disabled ☐ Work Limited ☒ Searchable ☐ Displ. Homemaker ☐ Dislocated Worker ☐ Undocumented Alien ☐ Homeless

Age: 16 Gender: F Citizen: Y Alien Reg #: A LEP:

**Seeker Status**

Status: Active Date: 05/15/07 Update: 05/15/07 Contact: 07/10/07

Emp Exchange: Active Case Management: Active UI Last Continued Claim: Inactive

Next Appt: Next Task: 07/17/07

Current Enrollments: WMA Youth

**Veteran Information**

Vet Status: N - None Service: Transition: Served From: Served To:

☐ Newly Separated ☐ Served in Campaign ☐ Honorable Discharge ☐ DD214 Verified

Source: Suzanne Ferguson ☐ Secondary Staff

**Services Provided**

Date	Type of Service	Staff Assigned
07/10/07	Referred To Supportive Serv	Kate Kahle
07/10/07	Career Guidance	Suzanne Ferguson
07/10/07	Career Guidance	Carol Rule
07/10/07	Job Search Planning	Carol Rule

Record: 1/1 <08C>

Most tabs on this screen are for Employment Service use although if you have time, completing the information on these tabs can only help your participant if they are ready for a job search. This information can be searched by employers.

If your participant is not ready for job search, be sure to UNCHECK the "Share Resume" box. **The "Searchable" box MUST REMAIN CHECKED if the seeker has an active UI claim!** Review the other checkboxes in this section and CHECK the boxes that are appropriate.

If the seeker is already in the system, you may get a message that says they have an active Unemployment Insurance Claim; do you want to Activate them? (or something like that) You can say NO. This means do you want to activate them in Employment Service.

In the Services Provided section, you will be able to see any services that have been provided for the seeker. If they have been served by Employment Service and weren't able to find a job, you do not have to duplicate the Core services. They will be visible here.

Save when you are done.